

ANNOUNCEMENT TO POST

Office of Planning and Community Development Lake County, Ohio

Part Time Internship Position

The Lake County Ohio Office of Planning and Community Development is seeking to fill the position of Intern starting January, 2014. Intern should be enrolled in, or a graduate of, a degree program in Planning, Urban Studies, Geography or related field. Both undergraduate and graduate students are welcome.

Intern will assist the Lake County Planning and administrative staff with various tasks including, but not limited to, the review and administration of the subdivision development process and assist with the review of Township Zoning amendments including the preparation of staff reports. Must exhibit strong writing and organization skills and demonstrate experience in the preparation of reports such as comprehensive plans, land use plans, corridor studies, or other special projects. Assist in the maintenance of address maps, zoning maps and other graphics essential to the daily operations of the office and demonstrate some understanding of the Ohio Revised Code sections pertaining to planning and zoning.

Ability to work professionally and independently with county employees, local communities, local non-profit agencies and public required. The Intern is expected to work approximately 20 – 24 hours per week between the hours of 8:00 a.m. and 4:30 p.m. weekdays with an occasional night meeting after 4:30 p.m. The schedule may be variable to meet the needs of the Intern. Experience with Microsoft Office and ArcGIS products required. Must have a driver's license. The pay rate is \$11.00 per hour. Send cover letter and resume to bmargalis@lakecountyohio.gov or Mr. William A. Margalis, Director of Administrative Services, 105 Main St., P. O. Box 490, Painesville, OH 44077. Equal opportunity employer